



United States Department of the Interior

BUREAU OF LAND MANAGEMENT

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<http://www.blm.gov/ut/st/en.html>



IN REPLY REFER TO:
1790/(UT-935) P

July 6, 2009

Instruction Memorandum No. UT 2009-041
(Expires: 09/30/2010)

To: AFOs, DSDs, and Planning/NEPA Coordinators

From: State Director

Subject: Utah NEPA Guidebook

Program Area: 1790 NEPA

Purpose: Implement Procedures Outlined in the Utah NEPA Guidebook.

Policy/Action: The Utah Bureau of Land Management (BLM) offices have been using the Utah NEPA Guidebook (Guidebook) since 2004. The Utah Leadership Team (ULT) continues to support this effort. The Guidebook is Utah BLM's policy in the preparation of NEPA documents. With the 2008 updates of Department of Interior NEPA guidance (43 CFR Part 46) and BLM's national NEPA Handbook (H-1790-1), a corresponding rewrite of the 2004 edition of the Guidebook was required. The Environmental Coordinators Group (ECG), a team made up of NEPA coordinators from each Field Office and NEPA specialists from the State Office, was tasked with reviewing departmental guidance and H-1790-1 and making edits to Utah's Guidebook. Some of the most important changes are:

- New information on Scoping, Purpose and Need
- Changes in references for use of Categorical Exclusions
- Changes in the Determination of NEPA Adequacy format
- Separation of Finding of No Significant Impact and Decision Record with a required signature for each
- Changes in the protocol for reporting of emergency actions

I am pleased to provide you with the newly revised Guidebook and associated templates (Attachments 1 and 2, respectively). I would like to thank the ECG for the time and effort spent producing this updated version of the Guidebook for our use.

This Guidebook is intended to lead to better decisions by enhancing our basic NEPA analyses and documents. It focuses on direction for public outreach and notification, in addition to writing Environmental Assessments (EAs), Findings of No Significant Impact (FONSIs), Decision Records (DRs), Determinations of NEPA Adequacy (DNAs), and Categorical Exclusions (CXs). It is my intent that our efforts produce legally defensible documents that fulfill our responsibilities under the

NEPA process. The details are designed to facilitate compliance with statute, regulations, policy, and relevant case law through preparation of adequate NEPA documents; and to promote consistency in Utah's approach to implementing the NEPA process. Each section of the Guidebook is designed by the ECG to produce logical, systematic, interdisciplinary analysis and documentation. If there are conflicts between the BLM NEPA Handbook (H-1790-1) and the Utah NEPA Guidebook, the Handbook will take precedence.

All employees engaged in writing NEPA documents are expected to immediately begin following the direction provided in this Guidebook. Questions and comments concerning the Guidebook should be directed to your NEPA coordinator who will bring them forward to the ECG or Utah State Office as deemed appropriate. The ECG will continue to evaluate comments that are submitted and will make appropriate changes or recommendations to the ULT.

This Guidebook may be shared with other agencies, companies, and individuals that assist the BLM in writing NEPA documents. The Guidebook and its attachments will be maintained online through Team Space and the Utah Intranet, respectively at:

- <http://teamspace/sites/rmpnepadocs/Planning%20and%20NEPA/Forms/AllItems.aspx?RootFolder=%2fsites%2frmpnepadocs%2fPlanning%20and%20NEPA%2fUT&FolderCTID=&View=%7bE95A4FDC%2dED6F%2d4C48%2dBD81%2d3376D836367C%7d>
- <http://www.blm.gov/ut/st/en/info/nepa.html>

I cannot emphasize enough the importance of providing technically accurate and legally defensible NEPA documents that are well written, adequately describe the impacts, and support the decisions being made. Implementing this Guidebook and working together to ensure sound NEPA documents are critical to BLM Utah's success.

Timeframe: Effective Immediately

Budget Impact: None

Contact: Greg Thayn (801) 539-4071 or Lauren Mermejo (801) 539-4066

Signed by:
Selma Sierra
State Director

Authenticated by:
Rosie Geren
Records Manager

Attachments:

1. Utah NEPA Guidebook
2. Compact Disc (Templates)(Under Separate Cover)
 - (1) Utah NEPA Guidebook (pdf)
 - (2) Decision Record
 - (3) FONSI Unsigned
 - (4) FONSI Short Form
 - (5) FONSI Long Form
 - (6) ID Team Checklist
 - (7) ID Team Tracking Checklist
 - (8) EA Long Form
 - (9) EA Short Form
 - (10) DNA Worksheet
 - (11) CX Not Established by Statute
 - (12) CX Energy Policy Act
 - (13) CX HFR